

GUIDELINES  
BLOOMFIELD GENOA CITY  
FIRE & RESCUE

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**EVENING SHIFT CONDUCT AND DUTIES**

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**Purpose:**

The purpose of this guideline is to establish standards and appropriate conduct for members or employees that work the evening shift.

**Guidelines:**

**Clothing:**

Each member or employee while on duty shall be clothed in a minimum of a shirt and shorts unless occupying a designated restroom or shower area.

**Viewing / Possessing of offensive materials:**

Each member or employee while on duty may not view or possess in the fire station any material that might be offensive or discriminate another member, employee or any member of the public. Such items might include and not be limited to – magazines, media type material, and pictures. If materials offend any persons, it will be the duty of the member or employee to remove any such materials.

**Housekeeping:**

Each member and employee will be responsible for their own housekeeping before the end of their shift. This will include the kitchen area, doing their dishes and wiping down appliances. Restroom this includes removing their towels and toiletries. General living quarters this includes making their beds and picking up their clothing.

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**Duties:**

While each member or employee is on duty it is their responsibility to perform at least two (2) hour of fire department related activities. These activities may include and are not limited to the following- training, public education, and department related maintenance. These duties will be logged in the log duty book prior to the conclusion of each shift.

**Visitors:**

There shall be no non-department related visitors or family members allowed in the living quarters after 21:00 hrs. Department personnel not working are encouraged to exit the living quarters no later than 21:30 hrs or stay no later than 1/2 hour after a call.